



# District Dollars and \$ense

MARCH 2016

## District Bookkeeper / Secretary Newsletter

*The Resource Assistant Team in Finance Services is here to serve and support the Finance functions of our schools and departments.*

*Please contact our department with any questions you may have and we will be happy to assist.*

*Bookkeeping Resource Assistants*

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### **Save the Date**

Please plan on attending our spring Bookkeeper meeting Wednesday, April 27 in Portable 8A from 8:30 – 12:00, snacks will be provided.

### **Excel Training**

Please contact one of the Bookkeeping Resource Assistants to sign up for one of the following Excel trainings.

#### **Please bring your laptop to the training.**

- Excel Basic                      Tuesday, March 15                      9–11am      Finance Conference Room
- Excel Intermediate              Tuesday, March 15                      1– 3pm      Bld. 4 Conference Room

### **Munis**

Make sure to download the updated QSG's for 11.1. If you click on the header you can download all QSG's at once. (<http://www.pasco.k12.fl.us/otis/support/munis/>)

### **Budget**

As we approach the end of the school year, please review your department budgets to ensure there are no negatives and that there is budget available for expected expenditures for the remainder of the year. If you have questions or need assistance with your budget, please contact Jayne Haire, Budget Analyst at extension 42279 or [jhaire@pasco.k12.fl.us](mailto:jhaire@pasco.k12.fl.us).

### **Review Open Purchase Orders**

In order to help manage available funds and ensure access to the funds, please review open POs and determine if you need to close any.

- To review open POs, reference the QSG "[Open Purchase Orders](#)".
- If you determine that POs need to be closed, please complete the form [Request to Close PO](#) and send the completed form to [ksmith@pasco.k12.fl.us](mailto:ksmith@pasco.k12.fl.us)

If you need assistance reviewing your budget or open POs, please contact the Bookkeeping Resource department to schedule a one on one appointment.